



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

### **Position: Maintenance Building Supervisor (FT-Maintenance)**

**Summary:** The Maintenance Building Supervisor is responsible for the supervision of the EVS (Environmental Services), Automotive Mechanic and Maintenance Technician staff, including working alongside staff. This position is responsible to ensure the quality and safety of work performed, and must be familiar with safety rules and protocols. This position sets preventive maintenance and repair schedules, snow removal schedules, and ensures that building maintenance and security issues are addressed in a timely manner.

**Employment Qualifications:** A qualified candidate offers:

- Associate Degree or 5 years specific field experience
- 3 years supervisory/management experience in the maintenance field
- Valid driver's license and ability to be insured on company policy throughout employment
- Ability to obtain CDL endorsement in accordance with department driving needs

**Indian Preference applies in accordance with Ordinance #15-600-02**

**Pay Grade:** NE10

**Rate:** \$17.45 – \$21.84

**Status:** Non-exempt/bi-weekly pay

### **Application Instructions:**

Obtain an application form on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) or by contacting Human Resources at:

*LRBOI HR Department, 2608 Government Center Dr, Manistee, MI 49660  
phone: (231) 398-6864; Email: [jobs@lrboi-nsn.gov](mailto:jobs@lrboi-nsn.gov);*

*To apply, please submit completed application, cover letter and resume, no later than 5 p.m. on **December 6, 2016** to:*

*LRBOI HR Department, 2608 Government Center Dr, Manistee, MI 49660  
fax: (231) 398-9101; Email: [jobs@lrboi-nsn.gov](mailto:jobs@lrboi-nsn.gov)*

**Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.**

Posted – 11/18/2016

**Remove – 12/06/2016**